

Charter

Director's Policy Office (POL)

Los Alamos National Laboratory

Purpose

On February 7, 2003, the Los Alamos National Laboratory Senior Executive Team (SET) directed the formation of a single, central Policy Office, using a Quality structure, to streamline and consolidate the Laboratory's policy processes. The SET also directed the review of all policies. This Charter establishes a central Policy Office within the Office of the Director, Los Alamos National Laboratory.

Mission and Vision

Mission: The Policy Office is a central information bank for Laboratory policies and procedures, and provides a formal process to develop, disseminate, review, interpret, and maintain those policies.

Vision: The Policy Office will improve accountability by providing a central place to find accurate policy information, define expectations of behavior and actions, and facilitate excellent work execution and management of the Laboratory.

Reporting

The Policy Office reports to the Director's Office through the Executive Chief of Staff, and is led by an Office Director who serves as the line manager for the organization. The Policy Office periodically provides updates to the SET and other Laboratory management councils.

Quality Management

Policy Office work is conducted in accordance with its Business Plan and Quality Management Plan.

Funding

Policy Office funding is derived primarily from indirect funds; however programmatic funds are used to support specific subjects, assignments, tasks, or reviews.

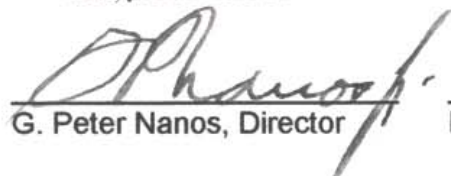
Documentation

The Policy Office determines the standards and the processes for documenting policies and procedures. Policies and implementing procedures used by Los Alamos National Laboratory are written documents. Archival copies are retained by the Policy Office. Dissemination of information is web-based.

Scope

The scope of work of the Policy Office consists of four elements: ownership, procedural, information management, and resource.

- The Director owns institutional policies, and the Policy Office owns the process for developing policies and the procedures needed to implement them.
- The Policy Office manages the Laboratory's policy and procedures processes.
- The Policy Office centralizes information about Laboratory policies and procedures, serves as a single, consistent, timely, and accurate source of information, and ensures that this information is readily accessible to Laboratory and non-Laboratory employees.
- The Policy Office serves as a resource for all Laboratory organizations, provides assistance for developing new organizational policies and procedures, and assists in interpreting existing policies and procedures.

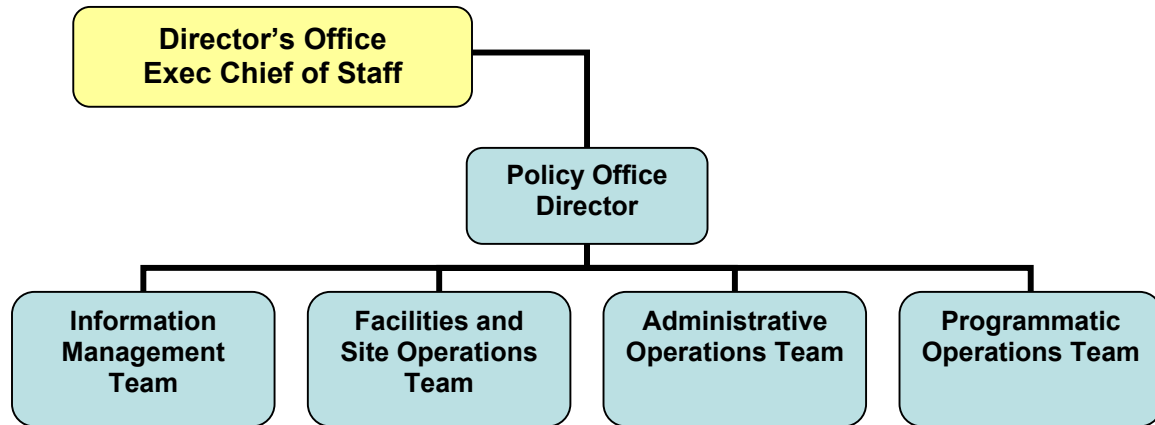

G. Peter Nanos, Director

8/15/03
Date

Policy Office Charter

Attachment 1 –

Policy Office Organization Chart



Policy Office Charter

Attachment 2 –

Policy Document Hierarchy

Los Alamos National Laboratory policies and procedures are written documents and include (but are not limited to):

Top Tier

- Governing Policies – high-level institutional policies issued by the Director and applicable to all work, workers, and visitors to the site.
- Director's Instructions – specific expectations or instructions issued by the Director, generally of short duration.

Second Tier

- Institutional Implementation Policies – policies issued by the Director's Office (including Associate Directors) on specific topics derived from the Governing Policies, and applicable to all work, workers, and visitors to the site. These will be reviewed periodically and revised as needed or rescinded.
- Implementation Procedures – procedures, standards, instructions, or similar material issued by the Director's Office (including Associate Directors) for specific topics and derived from the Implementation Policies. These will be reviewed periodically and revised as needed or rescinded.

Third Tier

- Division, Program, Project, Group or Facility Procedures – procedures, standards, or instructions derived from the Implementation Procedures, issued by specific organizations below the Director's Office for specific topics and applicable to all work done by or for that organization (e.g. directorate, division, or group) but not the institution as a whole. These are not "Laboratory policies;" however these may be used to direct certain aspects of the Laboratory's work. These will be reviewed periodically and revised as needed or rescinded.

Any document in the hierarchy may have supporting strategies or implementation plans.